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February 19, 2019

Shirley Keesic c/o Unit 100, 1805 Arthur St E. Thunder Bay, ON P7E 2R6

Dear Shirley Keesic

RE: Shirley Keesic- Raise in pay

The board has approved an increase to your salary.

You will receive retro of \$1,183.46 on your February 21, 2019 payroll. Your new salary will be \$55,077.00 per annum.

Sincerely,

Jeff Robert

**Acting Executive Director** 

#### Mailing Address:

Unit 100, 1805 Arthur St E Thunder Bay, ON P7E 2R6

Tel: (807) 622-1413 Fax: (807) 622-3024

Email: info@nanlegal.on.ca

Website: Http://www.nanlegal.on.ca



**Head Office:** 

109 Mission Rd, Fort William First Nation, ON P7J 1K7

January 16, 2014

Dear Shirley Keesic,

Re: Employment with NALSC

#### Mailing Address:

86 S. Cumberland Street Thunder Bay, Ontario P7B 2V3

Tel: (807) 622-1413 Fax: (807) 622-3024

E-mail info@nanlegal.on.ca

Website www.nanlegal.on.ca



#### Head Office:

150 City Road Fort William First Nation Thunder Bay, Ontario P7J 1J7 This letter is to confirm your employment and the current status of your personnel file with NALSC. Your current job description is attached and will be placed in your file.

You were hired on March 7, 2011 as the Restorative Justice Worker under Depart of Justice. Your current salary is \$43,259.84 per year.

You are entitled to paid vacation days in the amount of 2 weeks per year.

According to your personnel file, your last evaluation was done May 29, 2013. We trust that this is satisfactory.

Sincerely,

Nishnawbe-Aski Legal Services Corporation

Celina Reitberger Executive Director

cc. Personnel File

### Fax Cover

Date:	September 27, 2017
To:	Jeff
Fax:	807-622-3024
From:	Vernon
Re:	Shirley Keesic's Evaluation
Message:	
For your fi	les
Shirley pas	sed her annual evaluation. Perfect score
Her last ev	aluation was on May 16, 2016

We are transmitting the following \_5\_ pages (including this cover letter). If you do not receive all pages, please call me as soon as possible.

Telephone: 1-866-590-4763 Fax: 807-737- 4847

Contact: Vernon Morris

THE INFORMATION CONTAINED IN THIS TELECOPY IS INTENDED FOR THE USE OF THE RECIPIENT ABOVE. The telecopy may contain privileged, confidential, or undisclosed information. If the reader of this telecopy is not the intended recipient, you are hereby notified that you have received this telecopy in error, and that any review, dissemination, distribution, or copying of it is strictly prohibited. If you have received this in error, please notify us immediately by telephone and return the original transmittal to us by mail. Thank you for your cooperation.

#### Mailing Address:

5 S. Cumberland Street Thunder Bay, Ontarlo P7B 2V3

Tel: (807) 622-1413 Fax: (807) 622-3024

mai: inlo@nanlegal.on.ca Website: tlp://www.nanlegal.on.ca



#### Head Office:

684 City Road Unit 14 Thunder Bay, Ontario P7J 1K3

Shirley Keesic - Evaluation Sept. 7, 2017

5. What activities or trainings have you participated in over the last review period in order to develop yourself professionally?

I have attended all the training sessions when required since March 7, 2011. Ongoing.

6. What could you do to perform your job duties and assigned tasks more efficiently?

5/5

I have done this job to the best of my ability which includes priorities "set in stone", planning & pre-planning of work requirements, ensuring all aspects of facilitating are organized prior to facilitating. Keep organized. Ongoing.

7. Please complete the following. I believe my goals and objectives for the coming year should be:

Continue to prioritize RJ Circles, and continue to facilitate them ensuring client accused are aware of consequences of their actions; provide support for the victim if and when requested. Collaborate with more of community agencies in obtaining more precharge referrals to make them aware of NAN Legal Services and what services are provided. This is ongoing within Red Lake, when I am available, I attend meetings.

8. What kinds of professional development activities would you like to do during the coming year?

Continue to attend training when required.

<u>Comments:</u> All flights north are now taking Wasaya or Northstar. I am fine with this arrangement.

The Health & Safety Committee: I have asked for a fire extinguisher for this office. Not yet received.

Self-Evaluation Form

Page 2

#### Shirley Keesic — Evaluation May 16, 2016

#### Self-Evaluation Form

Employee Name:	Shirley Keesic	Job Title: Restorative Justice Worker
Date: Sept. 7, 2017	Suj	pervisor: Vernon Morris

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

- 1. What do you consider to be the top three to five priorities of your job as you understand
- tutorial Pik. YJ. workers + other Co-workers.
- Shaving information work expensions.
- pacifise outlish on life + euconoge co-waker conier employee.
  - 2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?
- Program operation templates are in place.
  - Complete the following sentence. I believe that my greatest contribution to Nishnawbe-Aski Legal Services Corporation is:
- maintenence of the justice state holders confidence . - Processing of R.J. diversing on a finely basis in order to mention the onfidence of the courts .
  - 4. In what area or areas would you like to gain more experience, training or education?
    - Certification programs
  - What activities or trainings have you participated in over the last review period in order to develop yourself professionally?
- Interest in knowing how the other programs in the XALSC operate -- participate in other FN. 2 organization, training sessons that are related to the work that I do. (R.J.)

Shirley Keesic - Evaluation May 16, 2016

- 6. What could you do to perform your job duties and assigned tasks more efficiently?
- 7. Please complete the following. I believe my goals and objectives for the coming year should
- Situation talle. Inter agency metops. It discuss service issues for First Mations communities + people.

   Chantolle to put together the Band By-law play. For Shirley
- 8. What kinds of professional development activities would you like to do during the coming

Comments:

Shirley Keesic - Evaluation Sept. 7, 2017

#### Self-Evaluation Form

Employee Name:	Shirley Keesic	Job Title: Restorative Justice Worker	•
Date: September	7, 2017	Supervisor: Vernon Morris	

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

- 1. What do you consider to be the top three to five priorities of your job as you understand them?
  - Restorative Justice Circles & ongoing.
  - Community Presentations & ongoing.
  - Ensure all aspects of my paperwork, pre-planning, scheduling, coordination, administration functions are up-to-date, office maintenance/upkeep, attend training when required, and team player. Ongoing.
  - My contacts are dealt with in a professional & courteous manner (ie. Judges, Lawyers, Crowns, Police, Probation, Chief/Counsel, etc.) In short, "Be a friend". Ongoing.
  - Being "available" at all times. (ie. Clients would often message me on weekends). Ongoing.
- 2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

That all RJ Circles are successful from start to finish (ie. that the client's charges are withdrawn, etc.). Ongoing.

That all requests from people are followed through without them "going in circles". Ongoing.

I receive feedback from clients that they "trust" me with their issues, etc. and that I am able to assist them (ie. who to contact, etc.). This is ongoing.

3. Complete the following sentence. I believe that my greatest contribution to Nishnawbe-Aski Legal Services Corporation is:

My past experience skills (ie. office administration, keeping records up-to-date, adhering to policy & procedures, etc.) Giving advice when needed/required. Ensure that all RJ Circles are done efficiently & promptly. Ongoing.

4. In what area or areas would you like to gain more experience, training or education?

Supervision/management, advancement in the Corporation but I realize this would involve relocation should this happen. I am happy in my current position as RJ Worker.



10/11

### Self-Evaluation Form

Employee Name:	Shirley Keesic	Job Title: Restorative Justice Worker	
Date: May 16, 20	16	Supervisor: Vernon Morris	

shirley - P9 1

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

- 1. What do you consider to be the top three to five priorities of your job as you understand them?
  - Restorative Justice Circles
  - Community Presentations
  - Ensure all aspects of my paperwork, pre-planning, scheduling, coordination, administration functions are up-to-date, office maintenance/upkeep, attend training when required, and team player.
  - My contacts are dealt with in a professional & courteous manner (ie. Judges, Lawyers, Crowns, Police, Probation, Chief/Counsel, etc.) In short, "Be a friend"
  - Being "available" at all times. (ie. Clients would often message me on weekends)
- 2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

That all my RI Circles are successful from start to finish (ie. that the client's charges are withdrawn, etc.)

That all requests from people are followed through without them "going in circles".

3. Complete the following sentence. I believe that my greatest contribution to Nishnawbe-Aski Legal Services Corporation is:

My past experience skills (ie. office administration, keeping records up-to-date, adhering to policy & procedures, etc.) Giving advice when needed/required. Ensure that all RJ Circles are done efficiently & promptly.

- 4. In what area or areas would you like to gain more experience, training or education? Supervision/management, advancement in the Corporation
- 5. What activities or trainings have you participated in over the last review period in order to develop yourself professionally? I have attended all the training sessions when required since March 7, 2011

Self-Evaluation Form Page 1 Shirten-pg 2

6. What could you do to perform your job duties and assigned tasks more efficiently?

I feel I have done this job to the best of my ability which includes priorities "set in stone", planning & pre-planning of work requirements, ensuring all aspects of facilitating are organized prior to facilitating.

7. Please complete the following. I believe my goals and objectives for the coming year should be:

Prioritizing RJ Circles, and continue to facilitate them ensuring client accused are aware of consequences of their actions; provide support for the victim. Collaborate with more of community agencies in obtaining more pre-charge referrals to make them aware of NAN Legal Services and what services are provided.

8. What kinds of professional development activities would you like to do during the coming year?

I would like the opportunity to be in a supervision capacity (ie. backfill maybe?).

Continue to attend training when required.

I would also encourage management from Head Office to visit the communities, and when doing so I would like to be involved in that role (ie. sit with Chief & Counsel to ensure they are well informed of Restorative Justice)

Comments: I would also like to be able to get on the court plane charters to Keewaywin, North Spirit Lake, Deer Lake, Fort Severn, and Poplar Hill. With Pikangikum, I have decided to ensure this community is well-serviced in my role as RJ Worker. I will keep my current schedule arriving via Wasaya and departing on Wasaya to Pikangikum.

I always find it discouraging when I cannot board a court plane, only to find out at the last minute I cannot. I recommend that the NAN Community Legal Worker, Victim Witness, and Restorative Justice worker, Management, to charter their own plane on court day and possible other informative agency (ie. NODIN, etc). I believe presence in the community court days would enhance NAN Legal Services presence whereby offering advice, information, on these days. Share-cost could be a possibility.

The Health & Safety Committee: I have provided my First Aid expiry date numerous times and it has now expired as of April 23, 2016. As well, I was promised a First Aid Kit, and I have asked for a fire extinguisher for this office and receiving nothing.

Self-Evaluation Form Page 2

Employee Performance Review

PLOYEE INFORMATION	g a fodom – disem – e fis e		Employee	ID	;
me Shirley Keesic					
THE Restorative Justice			Manager	Jern M	اً تَصِينَةُ
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employee and manager)  per. self evaluation	a form.	attached	)		
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Indicate that you agree with this evaluation	оп. ·	*****	. , ' Date	1 (MARI)	THE STREET S. SHOPPING SS. S.
1 1 orassum 1					
Employee Signature	<b>~</b>		Date	May 1	. 11.

Employee Performance Review



EMPLOYEE INFORMATION							
Name Shuley keis	ic.			Employee ID			
Job Title RJ W			Date M	Manager Verien mans			
Department			Manager U	enen mo	ms.		
Review Period Supt 24/14	- May 16/	16					
RATINGS	4	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent		
	1 = Poor	Z = Fall	3 = Satisfactory				
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Comments							
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GOALS (as agreed upon by employee and manager)							
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By signing this form, you confirm that you indicate that you agree with this evaluation	i have discussed this n.	review in detail I	with your supervisor. Si	igning this form (	noes not necessarily		
Employee Signature			Date				
Manager Signature	7		Date Mr	M 16/16	2		

Employee Performance Review



EMPLOYEE INFORMATION					
Name 5 hilly Ke	resic	Ko Commund	Employee ID		
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indicate that you agree with this evaluation	7.		Date		
Employee Signature					
Manager Signature			Date		

GLAMADO



Employee Performance Review

MPLOYEE INFORMATION		Comment of the Control of the Contro			A STATE OF THE STA	
lame Shirley Keesic			Employee ID			
ob Title R.J.W. K.O. Co	mmunties		Date Sept. 24/14.			
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Employee Performance Review



Name Shirley Kon	2510.	Employee ID	Employee ID			
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Department			Manager		10.	
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VERIFICATION OF REVIEW  By signing this form, you confirm that you	have discussed this r	review in detail w	ith your supervisor. Sig	ning this form do	es not necessarily	
Indicate that you agree with this evaluation			Date			
Employee Signature						
Nanager Signature			Date			

#### NISHNAWBE ASKI LEGAL SERVICES

Page 1 of 1

#### Paycode History Detail By Employee

End Dates From Apr	1, 2016 To Mar 3	1, 2017				
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r Apr 15, 2016	1,351.69	1,351.69	70,00			
& Apr 29, 2016	1,351,69	1,351.69	70,00			
3May 13, 2016	1,351.69	1,351.69	70.00			
u May 27, 2016	1,351.69	1,351.69	70.00			
4 Jun 10, 2016	1,351.59	1,351.69	70.00			
6 Jun 24, 2016	1,351,69	1,351,69	70.00			
3 Jul 8. 2016	1,351.69	1,351.69	70.00			
€ Jul 22, 2016	1,351.69	1,351.69	70.00			
9 Aug 5, 2016	1,351.69	1,351.69	70.00			
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# 3,528.19

Retro to April 1/16

Last Name

First Name Annual Wage Min Suggested Position

Date of Hire

man ja

#### Immediate Suggested Changes

Mary Bird

Table 1		Current	Adjusted	Title	Date Started
Chapman		1\$5289769:54	1\$42/408/45	Community Legal Worker	02/09/2009
Wesley2	Roberta	(\$1.42,403.45)		Community Legal Worker	04/01/2010
Meekis	alluonahi.	15 N 34 993 141		Community Legal Worker	11/02/2013
BOWSTOB C. C. Y.	_lascobeliue	[[\$]_930,570100;		Community Legal Worker	17/06/2013
Mariana Cakar	•••		36,000.	ck	

Marlene Sabourin

THE CHILD COLD	CHILL		*7		
Table 2	Finance	Current	Adjusted	Title	Date Started
Muckuck	Marceline 2	<b>115</b> 5 33 148	374 15 237/463/2	43 Travel Clerk	24/05/2012
Rasevych	Kirsten	3   <b>5</b>   <b>2</b> 37/463	241 (247)	3 HR Clerk	07/03/2012
C==E===2188			38,000		1 - 11 - 11 - 11

#### Crawford/Morris

Table 2	RJW	Current	Adjusted	Title	Date Started
Keesic	HShidey.	i\$=_243,844;015	\$ <u>1</u> 51,999.95	Restorative Justice Worker	07/03/2011
Anderson	Gall	<b> \$</b> 2251,999,951	ENGLES SERVE	Restorative Justice Worker	27/04/2015

Table 4	120000	T = -				
Table 4	YIW	Current	Adjusted	Title		Date Started
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		111477771010 101003		THE PART HILL	MAGNICION ANDLESS	04/02/2013

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#### Paycode History Detail By Employee

End Dates From Apr 1, 2016 To Mar 31, 2017

	Wage Straight Amount	Wage Total Amount	Wage Total Hours
	Salary	Salary	Salary
Period End			
MUCKUCK, MARC	ELINE		
Apr 1, 2016	1,276.32	1,276.32	70.00
# Apr 15, 2016	1,276.32	1,276.32	70.00
2 Apr 29, 2016	1,276.32	1,276.32	70 00
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4 May 27, 2016	1,276.32	1,276.32	70.00
5 Jun 10, 2016	1,276.32	1,275.32	70.00
	1,276.32	1,276.32	70.00
a Jul 8, 2016	1,276.32	1,276.32	70.00
g Jul 22, 2016	1,276.32	1,276.32	70.00
9 Aug 5, 2016	1,276.32	1,276.32	70.00
10 Aug 19, 2018	1,276.32	1,276.32	70.00
# Sep 2, 2016	1,276.32	1,276.32	70.00
/Z Sep 16, 2016	1,275.32	1,276.32	70.00
13 Sep 30, 2016	1,276.32	1,276.32	70.00
, V Oct 14, 2016	1,276.32	1,276.32	70.00
15 Oct 28, 2016	1,276.32	1,276.32	70.00
16 Nov 11, 2016	1,276.32	1,276.32	70.00
12 Nov 25, 2016	1,276.32	1,276.32	70.00
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#### Paycode History Detail By Employee

End Dates	From Apr	1, 2016 T	o Mar 31, 2017	,
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*	Wage Straight Amount Salary	Waga Total Amount Salary	Wage Total Hours Salary
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y May 27, 2015	1,686.31	1,588.31	70 00
5 Jun 10, 2016	1,686.31	1,686.31	70.00
6 Jun 24, 2016	1,686.31	1,686.31	70.00
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12 Sep 16, 2016	1,686.31	1,686.31	70.00
13 Sep 30, 2016	1,686.31	1,686.31	70 00
14 Oct 14, 2016	1,686.31	1,686.31	70.00
15 Oct 28, 2016	1,686.31	1,688.31	70.00
16 Nov 11, 2016	1,686.31	1,686.31	70.00
7 Nov 25, 2016	1,686.31	1,686.31	70.00
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REPORT TOTALS	30,353.58	30.353 58	1,260 00

New Salary \$52.000-

December 15, 2014

Shirley Keesic Restorative Justice Worker C/o Nishnawbe-Aski Legal Services Corporation Balmertown, Ontario P0V 1C0

#### Mailing Address:

86 S. Cumberland Street Thunder Bay, Ontario P7B 2V3

> Tel: (807) 622-1413 Fax: (807) 622-3024

E-mail info@nanlegal.on.ca

Website www.nanlegal.on.ca



#### Head Office:

150 City Road Fort William First Nation Thunder Bay, Ontario P7J 1J7

#### Re: Salary Increase

Department of Justice approved a 1.35 % increase to those staff who are employed full time and under the Restorative Justice Program budget.

NALSC is pleased to inform you that you will be receiving an increase retroactive to April 1, 2014.

You will receive your retro pay of \$404.31 on Payroll #26, and the following payrolls will be adjusted accordingly. Your base salary was increased from \$43,260.00 to \$43,844.01 per annum.

For those of you registered in the Retirement Savings plan, there will be an adjustment as well.

Sincerely,

Mary Bird

Area Director

April 1, 2014

Dear Shirley Keesic,

Re: Employment with NALSC

#### Mailing Address:

86 S. Cumberland Street Thunder Bay, Ontario P7B 2V3

Tel: (807) 622-1413 Fax: (807) 622-3024

E-mail info@nanlegal.on.ca

Website www.nanlegal.on.ca



#### **Head Office:**

150 City Road Fort William First Nation Thunder Bay, Ontario P7J 1J7 This letter is to confirm your employment and the current status of your personnel file with NALSC. Your current job description is attached and will be placed in your file.

You were hired on March 7, 2011 as the Restorative Justice Worker under the Department of Justice Program. Your current salary is \$43,259.84 per year.

You are entitled to paid vacation days in the amount of 4 weeks per year.

According to your personnel file, your last evaluation was done May 29, 2013. We trust that this is satisfactory.

Sincerely,

Nishnawbe-Aski Legal Services Corporation

Celina Reitberger Executive Director

cc. Personnel File

January 16, 2014

Dear Shirley Keesic,

Re: Employment with NALSC

#### Mailing Address:

86 S. Cumberland Street Thunder Bay, Ontario P7B 2V3

Tel: (807) 622-1413 Fax: (807) 622-3024

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#### **Head Office:**

150 City Road Fort William First Nation Thunder Bay, Ontario P7J 1J7 This letter is to confirm your employment and the current status of your personnel file with NALSC. Your current job description is attached and will be placed in your file.

You were hired on March 7, 2011 as the Restorative Justice Worker under Legal Aid Ontario. Your current salary is \$43,259.84 per year.

You are entitled to paid vacation days in the amount of 2 weeks per year.

According to your personnel file, your last evaluation was done May 29, 2013. We trust that this is satisfactory.

Sincerely,

Celina Reitberger

**Executive Director** 

cc. Personnel File